



Women's Center & Shelter
of Greater Pittsburgh

2018 Adopt-A-Family Special Event Form

Women's Center & Shelter of Greater Pittsburgh (WC&S) appreciates your support in making the holiday season special for women and their children. **Please complete this proposal prior to your holiday drive** and indicate your acceptance of the terms and conditions by returning a signed copy to us via email, fax or mail to the address listed at the end of the form. If the proposal is approved, permission is granted to use the WC&S name and logo, which can be forwarded upon request. *KINDLY PRINT OR TYPE ALL INFORMATION.*

First Name: _____ Last Name: _____

Organization or Group Name: _____
Please print name as you would like it to appear.

Brief description of organization/group: _____

Organization Address: _____

Telephone: _____ Fax: _____

Email Address: _____

Website (if applicable): _____

Date(s) and location(s) of event/activity: _____

Brief description of event/activity. What do you intend to collect and from whom?

For all special holiday product ~~if~~ ~~you~~ please contact i gdirectly. Please note that we do not accept used clothing.

Do you plan on publicizing the event/activity?: Yes No

If so, how? (website, email, mailings, etc.): _____
Please provide copies of all marketing materials which include WC&S name, logo or information as they are produced.

Anticipated total gift cards WC&S will receive: _____

Anticipated date gift cards will be turned into WC&S: _____
Gift cards are requested for return by December 9.

WC&S may use our group/organization name online: Facebook, Twitter, Website, etc.

WC&S may use our group/organization name in printed publications: newsletter, annual report

Terms and Conditions

I/we agree to provide Women's Center & Shelter with all net proceeds within 30 days after the event/activity. WC&S may audit the event/activity if necessary.

1. The term of the license granted shall be from the date WC&S approves the proposal until the conclusion of the event; provided, however, that WC&S has the right to terminate the license if it determines, it is reasonable discretion.
2. I/we agree to submit to WC&S all printed and electronic materials, publicity releases, and advertising, including emails related to the event/activity that mention WC&S, prior to the production, distribution, broadcast or publication.
3. I/we understand and agree that I will not alter the WC&S logo in any way. I also agree not to use the WC&S name or logo in conjunction with offensive language or terminology that is contradictory to the WC&S mission.
4. In order to avoid inadvertently jeopardizing existing relationships between WC&S and its donors, sponsor agrees to receive approval from WC&S before soliciting corporations, businesses, celebrities, sports teams, or individuals for cash or in-kind donations relating to the event/activity.
5. I represent to WC&S that (a) I will comply with all applicable laws during the planning, promotion and conduct of the event/activity; (b) all necessary insurances, licenses and permits will be obtained and will be in force through the conclusion of the event/activity; (c) the event/activity will result in no cost or expense to WC&S whatsoever, unless expressly agreed in writing to the contrary; and (d) I will indemnify and hold WC&S harmless from any and all claims of any kind or nature whatsoever arising out of, or in any way related to the event/activity.
6. Nothing in this document shall be construed to authorize me or any of our employees or representatives to act as an agent of WC&S.

I have read through Terms & Conditions 1 through 6 and agree to the Terms & Conditions set forth.

Proposed by (Must be 18 years of age or older):

Name:

Signature:

Date:



Women's Center & Shelter
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phillipsj@wcpittsburgh.org • www.WCSCanHelp.org

www.facebook.com/WCSPittsburgh • www.twitter.com/WCSPittsburgh

Women's Center & Shelter of Greater Pittsburgh is a 501 (c)(3) organization effective May 2, 1974. The official registration and financial information of Women's Center & Shelter of Greater Pittsburgh may be obtained from the Pennsylvania Department of State by calling toll free, within Pennsylvania, 1-800-732-0999. Registration does not imply endorsement.